



DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

May 14, 2013

CERTIFIED MAIL

MuckRock News
DEPT MR 5595
P.O. Box 55819
Boston, MA 02205-5819

FOIA Request No. 2013-05-071

Dear Mr. Morisy:

On May 6, 2013, the Office of the Chief Counsel, Bureau of Engraving and Printing (BEP) received your Freedom of Information Act (FOIA) request under 5 U.S.C. 552 for a copy of all responses sent to Congressional committees between January 1, 2008 to the present. However, we are unable to respond to your request as written because it does not contain the requirements to be considered a "request" under the FOIA.

To process a request under the FOIA, the request must:

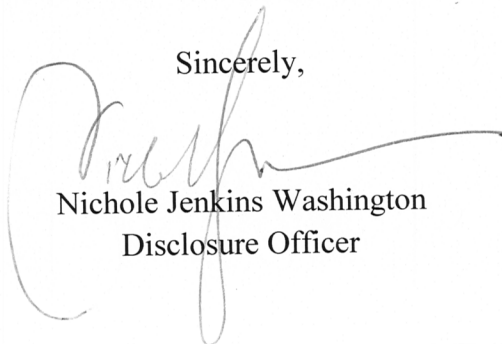
1. **Be signed;**
2. State that it is made pursuant to the FOIA;
3. Contain a statement that enables the processing office to determine your fee category;
4. Be addressed to the Bureau that may maintain the record(s) you seek;
5. Describe the nature of the record(s) being sought in sufficient detail to enable personnel to locate the records;
6. Provide an address where the determination letter may be sent; and
7. Contain a statement agreeing to pay fees for search, duplication, and/or review, if appropriate.

The BEP responds to requests for records by regular mail or fax and does not accept FOIA requests by electronic mail. Your revised request may be mailed to the Bureau of Engraving and Printing, Disclosure Services, Room 419-A, 14th & C Sts., SW, Washington, D.C. 20228-0001 or faxed to (202) 874-2951.

For additional information on preparing a FOIA request, please visit the BEP website at moneyfactory.gov, and click on "FOIA" at the bottom of the page.

If we do not hear from you within thirty (30) days from the date of this letter, we will conclude that you are not interested in pursuing your request for records and your file will be closed.

Sincerely,

A handwritten signature in black ink, appearing to read "Nichole Jenkins Washington", with a long horizontal flourish extending to the right.

Nichole Jenkins Washington
Disclosure Officer